

## **Important Please Read!**

**This report can now be filled out and submitted online!**

**Simply fill out this PDF fill-in form and submit it by clicking the submit button at the end of the document.**

**If you desire you may also fill the form out (manually or electronically) print it and mail it to the address listed at the end of the form.**

**Thank you.**

| QUARTER |   |
|---------|---|
| 1       | <input type="checkbox"/> July-September   |
| 2       | <input type="checkbox"/> October-December |
| 3       | <input type="checkbox"/> January-March    |
| 4       | <input type="checkbox"/> April-June       |

## QUARTERLY TRANSPORTATION PROGRAM REPORT

### FISCAL YEAR \_\_\_\_\_

Quarterly Reports are due **no later than 30 days** after the end of the previous quarter.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\*\*\*\*\*

#### A. OPERATING DATA:

1. Total number of vehicles in service this quarter  
(This is for all passenger transportation vehicles.)
2. Total number of miles accumulated this quarter  
(This is for all passenger transportation vehicles.)
3. Number of days agency operated vehicles  
this quarter (Cannot exceed 92 days for a quarter)
4. Average number of hours vehicles operated  
per day

#### B. RIDES PROVIDED (Record each ride in one category only):

##### Category

**Contracted    Non-Contracted**

1. 60 yrs. old and over
2. Under 60 yrs. old
3. Disabled
4. **TOTAL RIDES FOR QUARTER**

#### C. PERFORMANCE DATA:

1. Average cost per mile (cost ÷ miles)
2. Average cost per ride  
(cost ÷ rides)
3. Average number of rides per day  
(rides ÷ days)
4. Average number of rides per mile  
(rides ÷ miles)

(continued on back)

**D. TRANSPORTATION PROGRAM FINANCIAL DATA**

**QUARTERLY COSTS:**

1. **Labor**
  - a. Driver(s) Salary
  - b. Other salaries
2. **Fringe Benefits**
  - c. Fringe benefits distribution
3. **Services**
  - d. Professional and technical services
  - e. Advertising fees
  - f. Temporary help
  - g. Vehicle maintenance services (including parts)
  - h. Custodial services
  - i. Other services
4. **Materials & Supplies Consumed**
  - j. Fuel and lubricants
  - k. Tires and tubes
  - l. Office supplies
  - m. Other materials and supplies
5. **Utilities**
  - n. Utilities
6. **Casualty & Liability Costs**
  - o. Casualty and liability costs
7. **Taxes**
  - p. Property tax
  - q. Vehicle licensing and registration fees
  - r. Other taxes
8. **Purchased Transportation Service**
  - s. Purchased transportation service
9. **Leases and Rentals**
  - t. Passenger shelters
  - u. Vehicles
  - v. Facilities
10. **Miscellaneous Expense**
  - w. Dues and subscriptions
  - x. Travel and meetings
  - y. Other miscellaneous expense
11. **TOTAL OPERATING COSTS**
12. **TOTAL CONTRIBUTIONS/DONATIONS =**

## ACTIVE MDT GRANT VEHICLE REPORT

(Vehicles in which MDT is a lien holder)

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 1. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 2. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 3. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 4. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 5. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 6. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 7. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 8. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 9. MT-              |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 10. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 11. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 12. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 13. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 14. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 15. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 16. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 17. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 18. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 19. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 20. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 21. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 22. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 23. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 24. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 25. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 26. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 27. MT-             |                                   |                          |                                     |                           |

| Vehicle Project No. | Odometer Reading (End of Quarter) | Total Miles This Quarter | No. Of Days Veh. Operated This Qtr. | Avg. No. Of Hours Per Day |
|---------------------|-----------------------------------|--------------------------|-------------------------------------|---------------------------|
| 28. MT-             |                                   |                          |                                     |                           |

Submit Reports to: MDT – Transit Section  
PO Box 201001  
Helena, MT 59620-1001